



39057063

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My Profile

Motivated and adaptable professional with strong skills in business operations, quality assurance, and training. Skilled communicator, effective under pressure, and collaborative with diverse teams. Eager to continuously grow in both business and real-world settings

Education

University Of Bahrain 2011- 2015

Bachelor in Banking and Finance with 3.05 out 4 GPA.

APRM

APRM is an associate professional risk management certificate provided by PRIMA's association.

Training

VAT Workshop

Held by KPMG and MOF

Ithmaar bank-Customer Service

From July to Sept 2015

Personal Skills

Creative

Teamwork

Attitude

Mariam Nabeel

ACCOUNTANT

Work Experience

Kingdom group 2016 - current

- Prepare monthly cash flow statements.
- Prepare and analyze cost and consumption reports.
- Handle employee deductions and allowances.
- Monitor and control project budgets and expenditures
- Support month-end and year-end closing procedures.
- Assist auditors by providing necessary documentation.
- Maintain general ledger entries to ensure accurate trial balance reporting.
- Oversee daily fund movements.
- Handle daily VAT transactions.
- Handle documentation and entry of invoices, receipts, and payment vouchers
- Process cheques and bank transfers through the B2B portal.
- Manage sales invoicing and follow up on collections to ensure timely payments.
- Maintain inventory records.
- Perform bank, supplier, and intercompany reconciliations

Golden chef 2014-2016

- Finalization of accounts on monthly base.
- Documentation of all bills and salary payments.
- Updating all types of schedules.
- Preparation of cash flow statements.
- Review the inflow and outflow of money

Hobbies



Gaming



LEGO building



Shopping



Event Planning